



## Artist Consignment Agreement

Artist (as it should appear for payment) \_\_\_\_\_ Date \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Social Media \_\_\_\_\_

### *We agree to the following terms:*

1. The Jansen Art Center reserves the right to hang and/or display all consigned art.
2. All art will be for sale, unless exceptions are noted. The Artist will receive a commission split of 60% of the retail price and the Jansen Art Center will receive 40%. ***The Artists determines the retail price.***
3. The Jansen Art Center will assign an inventory number to each piece of work.
4. The Artist will supply unique labels and or tags to accompany their items. No prices may be written on unique tags. The Jansen Art Center can supply generic labels at the request of the Artist.
5. The Artist may submit additional promotional materials for consideration to the Gallery Shop Manager. The Gallery Shop Manager will review promotional materials to determine if appropriate for display in the Gallery Shop.
6. The Artist is responsible for postage cost TO the Jansen Art Center, and the Jansen Art Center is responsible for postage and insurance costs for all work RETURNED to the Artist. For shipments back to the Artist, the Gallery will ship by USPS REGISTERED mail. Special order(s) may at times be drop shipped by the Artist directly to the customer. In these instances, shipping and insurance costs will be paid by the customer.
7. Upon sale of consigned art, payment will be made by the 15<sup>th</sup> of the following month.

Assigned inventory number(s) and title(s) will be referenced with payment.

8. The Jansen Art Center assumes full responsibility for work lost, stolen, or damaged while in the gallery's possession from the date of delivery to the Art Center, and continuing through the pick-up date or while in transit to the Artist. The work will remain at the Jansen for 90 days or longer at the discretion of the Artist and/or the Jansen Art Center.
9. In the event that a piece is damaged while consigned at the Jansen Art Center, the Gallery Shop Manager will contact the Artist to see if the damage can be repaired.
10. Consigned works are held in trust for the benefit of the Artist, and are not subject to claim by a creditor of the Gallery.
11. The Artist grants the Jansen Art Center permission to sell works of art through the Jansen Art Center website. Additionally the Artist grants the Jansen Art Center permission to photograph works of art for marketing and promotional material for print and online media use.
12. The Jansen Art Center reserves the right to offer discounts to staff, volunteers, and members of the Jansen Art Center. All discounts will be taken from the Jansen Art Center's 40% commission, and will not affect the original agreed upon 60% to be paid to the Artist.
13. The Jansen Art Center will make every effort to share with the Artist, the buyer name and address on all sales in excess of \$250. Additionally, the Jansen Staff and Gift Shop volunteers will be familiar with work and any published material about the Artist and Artist work and will actively promote and sell the work.

I consent to the terms and conditions of this consignment agreement as stated above,

\_\_\_\_\_  
Artist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Gallery Shop Manager

\_\_\_\_\_  
Date